

Position:	Pharmacy Technician
Department:	Black Hawk Health Center
Supervisor:	Pharmacy Manager
Supervises:	No One
FLSA Status:	Non-Exempt

### **Position Summary:**

This position is a standard position located in the Black Hawk Health Center Pharmacy Department. The incumbent is responsible for the physical receipt and stocking of pharmaceutical materials and supplies, initiating required reports connected with that activity, maintenance of appropriate records and general cleanliness and appearance of the pharmacy department.

### **Duties and Responsibilities:**

- Responsible for receipt and stocking of incoming drug supplies/materials. Checks in supplies to ascertain if items agree with copy of issue book.
- Responsible for proper stocking of incoming drug supplies assuring that all items requiring special handling receive it. Assures that available storage space is utilized with maximum efficiency in accordance with Pharmacy Storage Plan.
- Assists and independently fills drug requisitions for prepackaged stock containers and original stock packages and delivers them.
- Assists in maintaining Pharmacy Stock Record card for expandable pharmaceuticals.
- Prepares/Stores stock requisitions and assists in maintaining inventory.
- Under supervision, prepackaging drugs from bulk containers to smaller units by counting or measuring units, labels packages and initiates proper storage
- Assists Pharmacists in compounding Pharmaceutical preparations and is primarily responsible for the manufacturer (under supervision) of all cold sterilization solutions, detergents, disinfecting agents, and electrolyte concentrates used for the preparation of external sterile fluids.
- Maintain the Pharmacy and storage areas in a clean, neat condition by dusting and sweeping as necessary, including cleaning of all equipment.
- Prepackaging drug stock bottles.
- Is directly responsible for the printing of various labels and setting of type and utilization of complicated and expensive printing equipment as well as the maintenance and general upkeep of this specialized machinery.
- Responsible for adequate working shelf stock of drugs in the dispensing area requires routine checking and stocking of shelves.
- It's the responsibility to assist the Pharmacy Manager and Pharmacists in the filling of prescriptions in the respect that he sees that dispensing area stocks are kept fully stocked and all empty containers are available for the filling of prescriptions. The Technician does not fill

prescriptions but he may (upon the direction of his superiors) count/package certain prescription orders at times of heavy workload.

- Is responsible for the computer data entry of pharmacy prescriptions.
- Participates in all in-service training.
- Performs other duties as assigned.

### **Supervisory Control**

None. Under the direction of the Pharmacy Manager and Pharmacist, each prescription is checked and the employee's work is spot checked for accuracy, adequacy, and compliance with regulations.

### **Mental/Physical Demands**

Incumbent is required to be thoroughly familiar with both the trade and generic names of drugs in maintaining accurate stock records and in filling requisitions. Incumbent must have the ability to acquire and apply knowledge of a wide variety of drugs and the type of storage they require, i.e., dry, deep-freeze, refrigerator, Stock shelf, etc.

Resourcefulness, initiative, and judgment are demonstrated and required of incumbent in surveying storage area to assure effective and economical use of storage area, in planning work and assigning priorities to work flow, in re-warehousing activities, and in checking stocks and filling requisitions. Must have organizational ability and mathematical ability, i.e., conversion of metric to apothecary measures, computing prices, etc. Originality is demonstrated in assuring incoming supplies are in agreement with initiating requisition. Must be physically able to stand for long periods of time and lift moderate weights.

### **Knowledge, Skills, and Abilities**

- Must exhibit a high degree of professional excellence characterized by sound independent judgment, initiative and a high standard of ethics.
- Must successfully pass an OSBI background check and submit to a drug test.
- Knowledge of computers or ability to gain knowledge is necessary.

### **Work Environment**

Work is performed in an ambulatory healthcare setting. There is common exposure to infectious and communicable diseases, potentially hazardous chemicals and biohazard material. The work may include exposure to hostile and/or emotionally disturbed patients, family members and/or visitors. Universal precautions are required.

**Education**

Must have completed a high school education and at least 30 hours of pharmacy classes from a VO-Tech or equivalent school; Pharmacy Manager or Pharmacist must document training within 10 days of hire; must at a minimum, satisfactorily complete a pharmacy technician on-the-job-training (OJT) program described in 535:15-13-13. Must maintain compliance with the requirements in this Title, 535.25 and 535.15.

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Printed Signature of Employee

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Signature of Employee

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Date

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Signature of Supervisor

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Date